

**WALDO COUNTY COMMISSIONERS COURT SESSION
MAY 13, 2014**

PRESENT: Commissioners William D. Shorey – Chairman, Amy R. Fowler and Betty I. Johnson. Also present was County Clerk Barbara L. Arseneau to take minutes.

Call to Order: Commissioner Shorey called the court session to order at 9:00 a.m.

TREASURER’S REPORT:

Present with the Commissioners was Treasurer David A. Parkman and Deputy Treasurer Karen Trussell.

COUNTY REVENUE:

D. Parkman reported that revenue is not where it should be. He noted that it could be 42% received and is only at 37% received at this point in the year. He observed that the Emergency Management Agency has only received one reimbursement payment from the federal government for the year and that could be part of the reason for the low figure.

When W. Shorey asked if receiving the \$20,000.00 for EMA would put the revenue up closer to 42%, D. Parkman replied that it would.

COUNTY APPROPRIATIONS:

D. Parkman reported that the County Budget could be 38% expended, before today’s accounts payable warrants. He believed the expenditures were right on track in each department. The Commissioners have large expenditures early each year, so that is expected to be higher expended. Over all it is at 36% expended. He also noted that the Communications Center Overtime is high, but that is understood. Nonetheless, that budget is still at 37% expended, so it is in line for this time of year.

CORRECTIONS:

No discussion.

CORRECTIONS REVENUE:

No discussion.

RESERVE ACCOUNTS:

W. Shorey inquired about how much has been expended from the Technology Reserve for technology-related work. K. Trussell said she was not sure. W. Shorey requested that this be discussed at the next Commissioners Court Session.

TAX ANTICIPATION NOTE:

D. Parkman reported that in the General Fund, \$850,000.00 has been borrowed and \$1,500,000.00 has been borrowed for the Jail/Correctional Facility from the Tax Anticipation Note. So far, \$2.3 million has been used, which leaves about \$2,150,000.00. B. Johnson inquired if that was in line

with other years and was told that it was and it would continue like this until September when property taxes start coming in to the County.

2013 AUDIT:

D. Parkman explained that the Jail audit was “dragging” a bit so he has been following up on it. Preliminary figures should be coming soon. The County audit should be coming in soon, as well, as the field work has been done. D. Parkman reported that the accounting firm was a pleasure to work with.

A. Fowler asked about revenue generated from boarding in the Jail. K. Trussell said she believed it was about \$27,000.00.

****B. Johnson moved, A. Fowler seconded to file the Treasurer’s Report. Unanimous.**

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 25, 2014 General Fund Accounts Payable and April 24, 2014 Payroll warrant in the amount of \$259,011.73. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 25, 2014 Capital and Restricted Reserve warrant in the amount of \$8,153.29. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 25, 2014 Accounts Payable and April 24, 2014 Payroll warrant in the amount of \$101,586.63. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 13, 2014 General Fund A/P and May 8, 2014 Payroll warrant in the amount of \$266,260.79. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 13, 2014 Capital Restricted Reserve warrant in the amount of \$47,816.03. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 13, 2014 Reentry Accounts Payable and May 8, 2014 Payroll warrant in the amount of \$71,253.30. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 13, 2014 MCRRC Restricted Reserve warrant in the amount of \$2,132.60. Unanimous.**

****B. Johnson moved, A. Fowler seconded to revise the payment amount authorized for the April 8, 2014 Capital & Restricted Reserve from the original amount of \$9,769.17 to \$9,727.07. Unanimous.**

B. Johnson mentioned that when she was reviewing the invoices, all the Commissioners seemed to have a fair amount of mileage this time.

(The Commissioners held a Tax Abatement Appeal Hearing for Joseph & Joan Zinkevich vs. Town of Prospect Petition #365. See separate minutes of this hearing.)

2015 FIREFIGHTERS CONVENTION UPDATE:

Present with the Commissioners was Waldo County Firefighters Association President Bill Gillespie.

B. Gillespie stated that his purpose in requesting time with the Commissioners is to explain that for the first time, the Waldo County Firefighters Association is hosting the 52nd Maine State Federation of Firefighters Annual Convention on September 11-13, 2015. He wished to ask the County to come up with a two page narrative for the yearbook for this event. He said that he was also soliciting for advertising, corporate sponsors, etc. to get to \$100,000.00. The deposit has been paid to Point Lookout and 59 rooms have been secured for guests and/or dignitaries staying on site. The parade will take place in Belfast, but most functions will be at Point Lookout. He has met with the City of Belfast for sponsorships, met with other folks and is just getting out there in front of everyone to move this forward. About 8 to 10 towns are active in what they're doing for bottle drives, etc. The money goes to the association and for training. That's been the point since day one - implement training.

The towns of Winterport and Stockton have taken out advertising pages. Every town gets one page for the history of each town, at no cost. This will provide a "snap shot" of the area. Nobody has ever done this as a volunteer agency in 50 years. Ellsworth is still paying off the event they put on last year. B. Gillespie said he has reached out to local hotels and has received great rates for rooms. The selectmen in many of the towns have been very favorable. Many recognize that revenue will be generated by bringing people to the area.

W. Shorey informed B. Gillespie that the Commissioners have a workshop on June 3, 2014 and he recommended delaying any decisions today so that the Commissioners could discuss it among themselves a little. After June 3rd they will have some idea as to how the County can be helpful.

B. Gillespie mentioned that the event has a Facebook page and also a Waldo County Firefighters page. He is trying to get the social media to get information out there and he will also be meeting with other forms of media. The Association is starting to get other businesses involved in activities that they can participate to draw revenue.

The Commissioners said that they would get back to Mr. Gillespie and thanked him from coming in.

EXECUTIVE SESSION:

****W. Shorey moved, A. Fowler seconded to go into Executive Session at 10:40 a.m. for consideration of compensation and duties as permitted by M.R.S.A. Title 1§ 405(6)(A). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:44 a.m. Unanimous.**

****B. Johnson moved, A. Fowler seconded to grant a pay increase to \$18.34 per hour for the Part-time Victim/Witness Advocate position for 20 hours per week effective June 1, 2014. Unanimous.**

EXECUTIVE SESSION

****B. Johnson moved, A. Fowler seconded to go into Executive Session at 10:46 a.m. for discussion of employment and evaluation as permitted by M.R.S.A. Title 1§405(6)(A). Unanimous**

****B. Johnson moved, A. Fowler seconded to come out of Executive Session at 10:51 a.m.**

No action was taken by the Commissioners.

FACILITIES REPORT:

Present with the Commissioners was Facilities Manager Keith Nealley. K. Nealley provided the historical record from current back to 2001 for fuel oil costs.

FUEL OIL BID PROPOSALS

Received one in a proper envelope, one that was faxed and one that came by email. All bids are supposed to be submitted by sealed envelope. It makes the process very difficult when they are not submitted in the proper manner.

It has been noted that this market is good for propane, but not necessarily fuel oil.

1. Opening of fuel oil proposals:

<u>Company:</u>	<u>Fixed Oil/Gallon:</u>	<u>Fixed Propane/Gallon:</u>
Maritime Energy: (This bid was submitted properly by sealed letter.)	\$3.21	\$189.9
R.H. Foster: (This bid was submitted by facsimile.)	\$3.349	\$2.099
Maritime Energy: (This bid was submitted by email.)	\$3.236	\$1.879

After brief discussion, the Commissioners recommended not making any decision and rebidding in June. They instructed K. Nealley to send a letter explaining how the bids need to be submitted in order to be accepted (sealed envelope). K. Nealley will also follow-up to make sure the proposal request package has been received by the company he has sent it to.

****A. Fowler moved, B. Johnson seconded to reject all fuel and propane bid proposals that were submitted. Unanimous.**

CORRESPONDENCE:

Present with the Commissioners was County Clerk Barbara Arseneau, who reported the following:

1. Human Resources/Payroll Director Michelle Wadsworth submitted an updated job description for the Prosecutorial Assistant/Supervisor position for the Commissioners to sign. After briefly reviewing it, the Commissioners signed the updated job description.
2. Part-time Dispatcher Kelsi Story submitted her resignation May 1, 2014.
****A. Fowler moved, B. Johnson seconded to accept with regret the resignation of Part-time Dispatcher Kelsi Story effective May 1, 2014. Unanimous.**
3. The Commissioners noted step increases for the following employees:
 - Dispatcher Misty Lewis reached her 15th anniversary May 1, 2014 with an increase in vacation leave of 40 hours per year.
 - Dispatcher Elena Donovan will have completed 5-years of service on May 17, 2014 with a pay increase from \$18.80 to \$20.42 per hour and increase in vacation leave of 24 hours per year.
 - Communications Director Owen Smith will reach 20-years of service on June 2, 2014 with a salary increase from \$61,054.76 to \$62,895.59.
 - Corrections Officer Seth Curra completed five years of service on May 1, 2014 with a pay increase from \$17.03 to \$18.02 per hour.
 - Corrections Officer Walter Wagner will have completed two years of service on May 27, 2014 with a pay increase from \$16.81 to \$17.03.
4. B. Arseneau asked the Commissioners who they would like to dedicate the 2013 Annual Report to. Usually the dedication goes to an employee who has retired during that year but none had, so she had reached out to the Department Heads for some suggestions. A few of the departments had recommended dedicating to those who volunteer in the County on various projects and events. The Commissioners liked this recommendation and voted as follows:
****A. Fowler moved, B. Johnson seconded to dedicate the 2013 Annual Report to the taxpayers of Waldo County, many of whom donate their time as volunteers.**
5. The Commissioners discussed the November Court Session and decided to move it from November 11, 2014 (Veteran's Day) to November 18, 2014.
6. B. Arseneau submitted a draft 2015 Budget Planning Schedule to the County Commissioners for their review and comment at their leisure.
7. A letter of introduction was sent to the Commissioners dated April 23, 2014 from the new Director for the Eastern Maine Regional Office of the Department of Environmental Protection, Susanne Miller. She stated that in the next few months she would be contacting the Commissioners to set up a time to meet with them so that she can learn more about the region and gain an understanding of the most significant challenges pertaining to the environment (and DEP) and identify what the DEP can do to offer support.
8. EMA Director Dale Rowley sent notice that the EMA Office would be closed May 13, 2014 for teaching a class and training.

9. B. Arseneau mentioned to the Commissioners that Knox County has developed a Telecommuting Policy and just wanted to make them aware that this is something they may face in the future.

OLD BUSINESS:

As a safety suggestion, Facilities Manager Keith Nealley had presented in late 2013 the suggestion to have the District Court lower level parking restricted to employees only due to many near misses from the public trying to get in or out of spaces in this lot. The Commissioners had postponed making a decision on this and had instructed the County Clerk to bring it up at a later date, which she was doing now.

The Commissioners wished to postpone a decision to a later date and instructed the Clerk to move it forward to the next court session.

COUNTY COMMISSIONERS MISCELLANEOUS BUSINESS:

1. After brief discussion, the Waldo County Commissioners voted as follows:

****B. Johnson moved, A. Fowler seconded for the Commissioner to support the Waldo County Firefighters Association in hosting the 52nd Maine State Federation of Firefighters Annual Convention on September 11-13, 2015 by contributing \$1,250.00 for the back-page ad of the yearbook to congratulate the Association and to express pride in all the Fire Departments in Waldo County and to pay this from the Professional Services line. Unanimous.**

2. B. Johnson informed the Commissioners that she will be serving June 4, 3014 at a rescheduled a State Claims Commission Hearing that she initially attended in January.

3. B. Johnson stated that she will be attending “Building Strong Communities – Community Showcase and Community Spotlight!” hosted by the Friends of Midcoast Maine on June 25, 2014 from 5:30 to 9:00 p.m.

NEXT COURT SESSION:

The Commissioners decided to hold a Commissioners Workshop on June 3, 2014. The Commissioners moved their next regular Commissioners Court Session from June 17 to June 24, 2014 because Commissioner Fowler was not available. They also decided to hold a second workshop on June 26, 2014 starting at 1:30 p.m.

MINUTES APPROVED:

****B. Johnson moved, A. Fowler Shorey seconded to approve the minutes from the April 16, 2014 Waldo County Commissioners Court Session. Unanimous.**

****B. Johnson moved, A. Fowler seconded to adjourn the court session at 11:55 a.m. Unanimous.**

Respectfully submitted by *Barbara L. Arseneau*
Waldo County Clerk